



FIVE POINTS TO REMEMBER

FOR OWNERS AND OPERATORS OF COMMERCIAL WEIGHING AND MEASURING EQUIPMENT

1) Basic responsibilities:

As a weighing or measuring equipment operator, you are ultimately responsible for your equipment. This includes but is not limited to assuring that all weighing and measuring devices used commercially* in Oregon;

- are properly Placed into Service, Placed in Service Reports are submitted upon installation and recalibration,
- are licensed annually with ODA,
- have National Type Evaluation Program Certificates of Conformance (NTEP CCs) (or meet with certain limited exceptions),
- are suitable for their intended service (by size, design, capacity, resolution, etc.)
- are installed per the manufacturer's specifications (without unapproved deviations or modifications including modifications to the weighing platform),
- meet all operating requirements (indicating elements visible, personnel properly instructed, all commodities determined on a net contents "from zero" basis, etc.),
- are positioned so that indications may be accurately read and the weighing operation may be observed from a "reasonable customer position" where appropriate.

2) Incorrect/Deficient/Rejected devices

The device owner/operator is responsible for the device's accuracy. If you have reason to believe that your weighing or measuring equipment is incorrect or if your weights and measures inspector finds it to be inaccurate upon examination then you should take corrective action immediately. You may effect the repairs yourself or you may hire a competent service firm or repairman to make repairs for you.

NOTE: Oregon Weights and Measures does not recommend service companies.

3) Testing arrangements

It is the device owner/operator's responsibility to cooperate with the testing procedures during a weights and measures inspection. In addition to meeting all technical requirements for legal installations of its type, each device must be located or made available for testing so that customary weights and measures test standards may be used during each routine examination. The owner or operator must furnish any special or extra test facilities including, equipment, accessories, and labor which may be required to accomplish the test procedure in a reasonable time.

4) Weights and Measures Approval seals

Oregon Weights and Measures approval seals are applied only to those examined devices which meet all requirements, including standards for accuracy, for commercial use at the time of the inspection. Continued accuracy and performance of the scale is the responsibility of the owner/operator through regular quality control procedures appropriate to the application.

5) Security seals

Oregon Weights and Measures requires an effective means of sealing the calibration functions for most weighing and measuring devices (normally documented on the NTEP certificate of conformance). The seal may be broken when performing a calibration of the device but must be replaced prior to returning to commercial service. The security seal must remain intact at all times while the device is in commercial service.

Often this seal is a simple lead and wire seal system using drilled screws where the lead is pressed with a seal press die unique to your service company.

***Commercial Use** - any application or use in connection with or related to transactions in which, in exchange for commodities received or services rendered, consideration is given in terms of currency, negotiable instruments, credit, merchandise or any other thing of value. This includes any providing of services using weight as a factor when a charge is assessed for the services or a fee is collected.

If you are using a scale in the course of a business transaction regardless whether the weight value is used explicitly in determining value (i.e. as a multiplier for the unit price to determine total price) then the scale is likely commercial.

Exceptions include but are not limited to scales used solely for internal product inventory; scales used solely to portion ingredients for a batch or a recipe; and scales used in the health care industry.

For more information contact Oregon Weights and Measures

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